



STATE  
OF  
GEORGIA

31-07  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date 7-4-72	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No.		Date Received AUG 24 1972	Date Completed 234 AUG 25 1972
3. AGENCY, Division, Subdivision & Administering Office Address: Georgia Transportation Agency Traffic and Safety Accident Analysis 2 Capitol Square, Atlanta, Georgia		4. Person to Contact Brenda Blalock	6. Tel. No. 656-5548
		5. Working Title EDP Programmer II	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1969 to date

9. Exact Series Title  
Traffic Accident Analysis Files

10. What is the function of the office in which this record series is created?  
Traffic Accident Analysis must be conducted to determine the kind and scope of accident projects existing on the Georgia Road System. This Analysis is done on the initiative of the Department to appropriately design problem area and provide summary for comparative purposes. These files depict a comparative analysis over a period of years.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Traffic and Safety Accident Special Report includes (1) Defective Accident Report (2) Tabulation (3) Plot (4) Weighted Rank (5) U. S. Route Listing.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				In Office(s)		In Storage Area(s)	
Legal-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)				
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES				

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                     | NO                                      |
|---|---|---|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 14. Is there a duplication of this series in another office or agency?<br>Source of Accident Data is in the Department of Public Safety                       | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 15. Is the information contained in this series ever summarized or published?<br>Summarized in part of the annual accident analysis printout.                 | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?<br>The Series is created in carrying out the functions of Traffic and Safety | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 18. Could the function be performed if the files were lost or destroyed?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file?<br>The record series is part of an EDP file.   | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 21. Does the record series contain documentation produced as EDP printout?<br>The Accident Analysis listing and some special reports are EDP printouts        | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?<br>Historical   | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |

24. **REQUIREMENTS.** The following requires the files to be kept permanent years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☒ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

It is believed that historians, scholars and other interested groups may benefit greatly from researching this file series.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 5 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy.  
☒ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John J. Kitchens</i>	8-1-72	<i>[Signature]</i>	
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	8-24-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	8-24-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Hall</i>	8-25-72

STATE RECORDS  
COMMITTEE